

How to Apply

ELIGIBILITY REQUIREMENTS

Virginia arts or community organizations, units of local government, and educational institutions may apply to the Virginia Commission for the Arts for touring assistance funds. To receive Commission funding of any kind, an organization must be not-for-profit and exempt from federal income tax and must comply with federal civil rights, age discrimination, and rights of the disabled requirements. The presenter application details these requirements. The presenter must include the organization's complete and correct Federal Employer Identification Number on the application. Review the application form and instructions carefully.

Any programs listed in the Tour Directory are eligible for support but have to take place outside of the home area of the touring artist(s). Any activity underwritten with Commission touring assistance funds must be open to the public and the presenter must provide community-wide publicity. Elementary and secondary public schools, senior living facilities, correctional facilities, and hospitals are exempt from this Commission requirement.

All performances must take place in Virginia. Touring assistance may not be used for fund-raising events.

CONTACTING & BOOKING PERFORMERS

Artists and presenters are responsible for scheduling events, negotiating fees, and all other arrangements. The amount of the Virginia Commission for the Arts subsidy may be negotiated by artists and presenters at any level up to, but not exceeding, 50 percent of the negotiated fee for a particular event. To be eligible for funding, events must take place outside of the performer's home base. The Commission also encourages artists and presenters to seek bookings independent of this touring program.

The fees listed for each artist or ensemble are approximate fees for performances, residencies, workshops, and other events. The fees listed may not include expenses such as the artist's transportation to the presenter's community, meals, lodging, and related expenses. Presenters should clarify what additional expenses may or may not be included in the fee. Presenters should also confirm all technical requirements with the artist or ensemble prior to negotiating the terms of the contract. Funds from other Commission programs may not be used to match any portion of a touring assistance grant award.

E-mail and web site addresses, area codes and other contact information may change during the touring season.

Any changes in contact information provided by an artist or ensemble after the publication of the 2011-2012 Tour Directory will be posted online in the electronic version of the directory.

CONTRACTS WITH PERFORMERS

Presenters must execute a contract with each artist. The contract must be signed by both the artist or the artist's representative and the presenter. A well-written contract can be simple and concise and will clarify each party's requirements and expectations about the event. It should specify items such as technical and publicity requirements; the date, time and place of the event; the artist's fee to be paid by the presenter; the anticipated Commission touring assistance grant award to the presenter to be applied toward the total fee; and all other special requirements or considerations. Presenters should keep a copy of the application and signed contract on file for future reference.

Contracts must include a clause stating:

"This contract is contingent upon receipt of a touring assistance grant award in the amount of \$ _____ from the Virginia Commission for the Arts."

FUNDING REQUEST PROCEDURES

1. The presenter (sponsor) should choose the performer(s) or ensemble it wishes to present, then contact the artist, agent or ensemble directly using the contact information included with each Tour Directory listing. The presenter should obtain a copy of the touring grant application from the artist or the Virginia Commission for the Arts. Applications are also online (www.arts.virginia.gov).
2. The presenter should negotiate the terms of all performance/event arrangements directly with each artist or ensemble. Upon finalization of the terms of the contract, the presenter should send the completed application and a copy of the signed contract to the office of the Virginia Commission for the Arts. Applications will be accepted between March 15, 2011, and December 1, 2011. The completed application questionnaire and signed contract must be received by the Commission at least four weeks before the scheduled performance/event. Applications will not be accepted before March 15, 2011.
3. All funding requests from presenters are considered by the Commission on a first-come, first-served basis, according to each performer's total allocation. Presenters should not consider touring grants automatic but should wait for written confirmation of the grant award from the Commission.
4. Touring grant award confirmation letters are generally mailed to the presenter about two weeks after the Commission receives the completed application questionnaire and signed contract. A copy of the grant award confirmation letter is also sent to the artist, ensemble, or agent.
5. For grant awards of over \$150, the Commission sends 85 percent of the grant award to the presenter prior to the scheduled event/concert. The remainder of each grant award —15 percent— is held until the Commission receives the final report from the presenter and it has been approved. For grants of \$150 or less, payment will be made after the Commission has received and approved the final report. The final report is due no later than 30 days after each touring performance/event and before June 15, 2012. A copy of the final report form will be enclosed with the grant award confirmation letter sent to the presenter. It is the responsibility of the presenter to complete and submit the final report form to the Commission no later than 30 days after each touring performance/event and before June 15, 2012. Final report forms are also available on the Commission's web site www.arts.virginia.gov.
6. If a presenter receiving touring assistance funds for one of the performers listed in the directory has actual income in excess of expenses, the presenter must use the additional funds for other arts activities. The Virginia Commission for the Arts must approve the use of the excess funds up to the amount of the grant.

Presenters may contact the Commission's Program Coordinator if further clarification is needed.

Virginia Commission for the Arts

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